

# **UTAH PUBLIC NOTICE WEB SITE**

## **QUICK GUIDE FOR OWNERS AND POSTERS**

The content of this quick guide is based upon the *Utah Public Notice Website: A Comprehensive Website Manual* and is intended to supplement that document. The intent of this Quick Guide is to provide an abbreviated version of the larger guide, specifically focusing upon the tasks of the Owner and Poster.

This Quick Guide assumes familiarity with the concepts and definitions laid out within the *Comprehensive Website Manual*. If questions arise due to the abbreviated nature of this guide, the *Comprehensive Website Manual* should be consulted.

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PROCEDURES
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### Access the Web Site

#### **Address**

Utah Public Notice Web Site: <http://pmn.utah.gov>

#### **Login (Administrator, Owner, and Poster)**

1. Access <http://pmn.utah.gov>.
2. Click on the red Login tab.
3. Enter e-mail address.
4. Enter password.
5. Click on the Login button.

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### Add

#### **Add an Additional Owner**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Owner section in the left navigation menu.
2. Click on Add.
3. Enter information in each of the fields.

4. Click on the Add link. A message confirms that an Owner was successfully added.

### **Add a New Notice**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Notices section in the left navigation menu.
2. Click on Add.
3. Enter all required information, and other information as available.
4. Click on Save to retain the notice as a draft.
5. Click on Publish to post the notice to the Web site immediately.
6. Click on Publish and Create New to post the notice to the Web site immediately and to open a new form.

Note: Once a notice has been published it cannot be removed from the system. It can only be edited or cancelled. Drafts can be deleted from the system.

### **Add a Poster**

To add a Poster for the first time, it is assumed that an associated public body is already in the system.

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Poster section in the left navigation menu.
2. Click on Add.
3. Enter information in each of the fields.
4. Click on the Add link. A message confirms that a Poster was successfully added.
5. To add a Poster to multiple Public Bodies, change the Public Body name and click Add. Repeat as necessary.

To add an existing Poster to multiple Public Bodies:

1. Complete a search to locate the Poster. See Search for a Poster for details.
2. Click the associated Edit icon.
3. Click the Assign to Another Public Body link.
4. Select the additions Public Body and click the Add link. A message indicates the Poster was added successfully.

### **Add a Public Body**

Note: Duplicate public body entries cannot be deleted from the system. See Search for Existing Public Bodies before adding a new public body.

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Public Bodies section in the left navigation menu.
2. Click on Add.
3. Enter all required ( \* ) information.

4. Click the Add link.

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## Edit

### **Edit a Public Body**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Public Bodies section in the left navigation menu.
2. Click on Search.
3. Enter a Government Type.
4. Enter an Entity name.
5. Click on the Show Results link.
6. Under Options, click on the Edit icon associated with the public body to be edited.
7. Once finished editing, click on the Save button. A message confirms that the edit was successfully saved.

### **Edit or Delete an Owner**

1. Complete a search to find the owner. See Search for an Owner for details.
2. Click on the appropriate Edit icon.
3. Make the required changes.
4. Click on Save or Assign to Another Entity (make selection, then click Add or Delete).

### **Edit or View a Draft Notice**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Notices section in the left navigation menu.
2. Click on Drafts.
3. Click on an associated Edit icon to view or edit a draft.
4. Make necessary changes.
5. Click on Publish, Save as a Draft, or Delete.

### **Edit or View a Pending Notice**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Notices section in the left navigation menu.
2. Click on Pending. All pending notices that you have created appear in a list.
3. Click on the associated Edit icon.
4. Make all necessary changes.
5. Click on the Save link.

**Edit Poster Information**

1. Complete a search to locate the Poster. See Search for a Poster for details.
2. Click on the Edit icon for the appropriate Poster.
3. Complete necessary edits.
4. Click the Save link.

**Edit, View, or Cancel a Published Notice**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Notices section in the left navigation menu.
2. Click on Published. All notices that you have published appear in a list.
3. Click on the associated Edit icon to view or edit an active notice.
4. Make necessary changes.
5. Click the Publish link to immediately update the notice. A message indicates that the notice was created successfully.
6. Click on the Cancel Meeting link to immediately cancel the meeting.

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## Delete

**Delete a Poster**

1. Complete a search to find the Poster. See Search for a Poster for details.
2. Click on the Delete this Poster link. If the Poster is associated with multiple Public Bodies, click the Delete icon associated with each of the appropriate Public Body names. A message indicated that the Poster has been deleted.

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## Search

**Browse for a Posted Notice (User)**

1. Access <http://pmn.utah.gov>.
2. Click the Browse for a Meeting tab.
3. Select a type of Government.
4. Select an Entity.
5. Select a Public Body.
6. To view a notice, click on a Meeting title.

**Search for a Notice**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Notices section in the left navigation menu.
2. Click on Search. All notices that you have created appear in a list.
3. To narrow the search, select appropriate search criteria.
4. Click on the Show Results link.
5. Click on an associated Edit icon to view notice information.

**Search for a Posted Notice (User)**

1. Access <http://pmn.utah.gov>.
2. Click on the Advanced Search link.
3. Enter any combination of the following: entity name, keyword, subject, date, deadline date, or posted on date.
4. Click the See Results button.
5. To view a notice, click on the meeting name.

**Search for a Poster**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Poster section in the left navigation menu.
2. Click on Search.
3. Select the appropriate search criteria.
4. Click the Show Results link.

**Search for an Owner**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Owner section in the left navigation menu.
2. Click on Search.
3. Enter information in the fields you wish to search by.
4. Click on the Show Results link.

**Search for Existing Public Bodies**

After accessing <http://pmn.utah.gov> and logging in:

1. Locate the Public Bodies section in the left navigation menu.
  2. Click on Search.
  3. Enter a Government Type.
  4. Enter an Entity name.
  5. Click on the Show Results link.
  6. To view information on a listed Public Body, click on the associated Edit icon under Options.
  7. If the information is edited, once finished, click on the Save button.
- Note: Once a public body is added, it cannot be deleted; it can only be edited. The Administrator cannot delete duplicate entries.